

**Tempe Fire Department Policies and Procedures**  
**Staging**  
**203.00**  
**Rev 4-22-87**

**BASIC OPERATIONAL APPROACH**

The objective of this procedure is to provide a standard system of initial placement for responding companies prior to assignment at tactical incidents.

Effective utilization of this procedure:

- . Will prevent excessive apparatus congestion at the scene.
- . Will allow time for Command to evaluate conditions prior to assigning companies.
- . Places apparatus in an uncommitted location close to the immediate scene to facilitate more effective assignment by Command.
- . Produces more effective communications by virtue of reducing radio traffic during the critical initial stages of fire operations.
- . Allows Command to formulate and implement a plan without undue confusion and pressure.

Staging will involve two levels: Level I and Level II.

Command and staff vehicles will not stage on arrival at an incident. These vehicles will be parked in a location outside the operational area where they will not restrict access to the scene.

**Level I - Staging**

This procedure will automatically apply to all multiple unit responses and will involve the first arriving engine and ladder company responding directly to the scene and operating to best advantage.

All other units (regardless of alarm) will stage in their direction of travel, uncommitted, approximately one block from the scene until assigned by Command. A position providing a maximum of possible tactical options with regard to access, direction of travel, water supply, etc. should be selected.

All companies will pull maps and reference the immediate fire area.

Staged companies or units will, in normal response situations, report company designation and their direction ("Engine-71 South"); it may be necessary to be more specific when reporting standby positions in extraordinary response situations. An acknowledgment is not necessary from either Alarm Headquarters or Command. Staged companies will stay off the air until orders are received from Command, unless they believe they may be forgotten by Command; in such cases, after a reasonable amount of time, they will contact Command and re-advise him of their standby status.

These staging procedures attempt to reduce routine traffic, but in no way should they reduce effective communications or the initiative of officers to communicate. If staged companies observe critical tactical needs, they should advise Command of such critical conditions and their actions.

Companies should continue response to the scene until the first company reports on the scene. When a first arriving company reports on the scene, Level I staging will begin within these guidelines.

Pre-fire planning may identify exceptions to Level I staging with regard to the special tasks that must be performed in that particular occupancy. In the absence of such tasks, regular Level I staging procedures will automatically apply.

### **Level II Staging**

Level II staging relates to large complex-type situations requiring an on-scene reserve of companies and involves formal staging in an area designated by Command. The Staging Area should be away from the Command Post and from the emergency scene in order to provide adequate space for assembly and for safe and effective apparatus movement. When Command announces a formal staging area, all responding companies will report to, and remain in, the Staging Area until assigned. When going to Level II, Command will formally announce: "Level II Staging" and will give approximate location of the Staging Area.

Level II staging will automatically supersede Level I staging. Companies already staged in Level I will remain in Level I until assigned.

When calling for assistance, Command should consider Level II staging at the time of the call. This will be more functional than calling for Level II staging while units are en route.

Command will normally designate a Staging Sector and a Staging Officer who will be responsible for the activities outlined in this directive. In the absence of such an assignment, the first Fire Department officer to arrive at the Staging Area will automatically become the Staging Sector Officer. He will notify Command of his arrival and will assume command of the Staging Area.

Due to the limited number of ladder companies, if the first arriving officer is a ladder captain, he will transfer Command of Staging to the first arriving engine company captain. In cases where the first Fire Department officer arrives with his company, he will assign his company members to best advantage.

In some cases, Command may ask the Staging Officer to scout the best location for the Staging Area and report back to Command.

The radio designation for the Staging Officer, Staging Area, and function will be "Staging." All communications involving Staging will be between Staging and Command (or Staging and "Operations" level, if established).

All responding companies will stay off the air, respond directly to the designated Staging Area, and report (in person) to the Staging Officer. They will standby their unit, with crew intact and warning lights turned off.

When requested by Command, the Staging Officer will verbally assign companies to report to specific sectors, telling them where and to whom to report. He will then advise Command of the specific unit(s) assigned. The operating sector officer may then communicate directly with the company by radio.

Staging will give Command periodic reports of available companies in Staging. Staging may utilize another channel and communicate directly with Alarm for resource.

The Staging Officer will also be responsible for the following functions:

- A. Coordinate with the Police Department to block streets, intersections, and other access required for the Staging Area.
- B. Insure that all apparatus is parked in an appropriate manner.
- C. Maintain a log of companies available in the Staging Area and inventory all specialized equipment that might be required at the scene.

- D. Review with Command what resources must be maintained in the Staging Area and coordinate the request for these resources with Alarm Headquarters.
- E. To assume a position that is visible and accessible to incoming and staged companies. This may be accomplished by leaving his red lights operating.
- F. In some cases, the Staging Officer may have to indicate best direction of response and routing for responding companies to get into the Staging Area.

Ambulances responding to incidents where Level II Staging has been established, will be dispatched to the Staging Area. The Staging Officer will acknowledge the arrival of the ambulances with Alarm and will give instructions to the ambulance personnel, as requested by Command.

A major medical emergency may require a separate Staging Area for ambulances. In such cases, the Staging Officer will so designate and relay this information to Alarm and Command.

At some incidents, such as a major medical emergency, it may be necessary to designate a parking area for abandoned apparatus near the incident scene. This would be necessary when the Staging Area is too far from the incident to facilitate hand-carrying needed equipment to the incident site. In such cases, the Staging Officer shall designate the parking site and instruct each company of its location before they leave Staging. The parking area should be close enough to the incident site to allow easy transfer of needed equipment to the scene. The parking area should be close enough to the incident site to allow easy transfer of needed equipment to the scene. The parking area should in no way impede necessary access for ambulances or other units to the incident area.

Command may instruct Staging to maintain a base level of resources until further advised. In such circumstances, Staging will communicate directly with Alarm to request additional units.